

E-Recruiting Overview & Business Transition Plan

E-Recruiting is an enterprise wide, web-based recruitment tool that will be implemented as part of Release 2 of the Human Resource Management System (HRMS).

Key Features

- **Provides an enterprise solution**
 - Replaces INET online application, ARMS referral system, DOP online job postings.
 - Markets the state as a competitive employer with a wide range of job opportunities and provides job seekers a central location to apply for state jobs.
 - Provides data to support GMAP reporting.
 - Eliminates the need for agencies to purchase own applicant tracking systems.
- **Delivers a comprehensive, flexible set of recruitment tools**
 - Provides a tool for managing the entire process of filling positions, from targeting potential candidates to applicant tracking and screening, through hiring.
 - Can be used for all types of positions (e.g. WMS, Exempt, Classified, permanent or non-perm).
 - Decentralized so agencies can do recruitment in a way that meets their needs.
 - Meets state rule and collective bargaining agreement (CBA) requirements and provides the flexibility to accommodate future CBA and rule changes.
- **Automates processes and promotes efficiencies**
 - Includes standardized forms and correspondence templates for use in communicating with job seekers.
 - Provides the ability to do mass communicating via e-mail with job seekers.
 - Integrated with the HRMS payroll system. Brings employee and position information into E-Recruiting and exports hire information back into HRMS.
 - Provides ability to accept job seeker materials at any time and to search the talent pool as vacancies arise.
 - Reduces manual processes required by Civil Service Reform and Collective Bargaining Agreements.

Agency Strategies

- Employers will need to determine their business strategy and how they will use the E-Recruiting tool.
- Employers have the ability to choose when to begin to utilize the new system, however, ARMS and INET will not be available beyond November 30, 2006.
- Some business processes and agency policies may need to be modified to take advantage of the automated processes provided by E-Recruiting.

DOP Business Transition Plan

- **April**
 - April 18 & 20: Release 2 Overview sessions and E-Recruiting demo
 - April 26 & 27: Role Definition Workshops
- **May**
 - Meet with agencies to consult on agency recruitment strategy and transition plan
 - Begin closing centralized recruitments that are open until further notice
 - By May 15: Agencies estimate number of end users who will need training
 - DOP begins communicating with job seekers and employees
 - Agencies determine their recruitment strategy
- **June**
 - Continue closing centralized recruitments; target is 50% closed by June 30
- **July**
 - Conduct train-the-trainer sessions
- **August**
 - Close majority of centralized recruitments by August 30; DOP will work with agencies on a case-by-case basis to meet unique agency needs
 - Employers communicate E-Recruiting plans to employees
 - Begin training priority HR end users
- **September**
 - Employers will have the ability to perform data set up (assign qualifications to positions, create questionnaires, job postings) prior to E-Recruiting going live
 - DOP will recruit and build candidate pools within ARMS as needed to meet emerging business needs; closing dates will be on or before September 15
 - DOP will not generate certification for employers beyond September 15
 - Prior to September 15, candidates on centrally maintained layoff lists will be notified of the need to reapply in E-Recruiting
 - **September 15: Last day job seekers can apply through INET**
 - **September 30: Go-Live with E-Recruiting**
 - Effective September 30, all new job postings will be made directly into E-Recruiting; DOP will continue to provide links to other employer websites for employers who choose to conduct hiring through decentralized processes
- **October**
 - All recruiting done through E-Recruiting, or fully decentralized processes
 - Employers will have access to the candidate pools in ARMS through November 30, 2006
 - Complete training by October 31
- **November**
 - Cancel or close out any remaining referrals in ARMS by November 30

E-Recruiting Components

■ Talent Pool

- Always open for job seekers to register in the talent pool.
- Job seekers may opt to attach resumes, indicate skills and abilities and desired employment, as well as view and apply for actual openings.
- Agency recruiters can effectively search one statewide pool of job seekers based on a variety of criteria, such as key word searches of resume text, skills and abilities searches, questionnaire responses, degrees, industry experience, interest group, etc.
- Continuous recruiting efforts, automated scoring of questionnaires (exams), target group marketing (e.g. flyers or announcements sent to all job seekers with LPN license), and other tools, lead to more proactive on-going, two way relationships between the State and job seekers.

■ Qualification Catalog

- Built by DOP and state agencies to best meet the unique needs of State of Washington employers.
- Provides a central library of qualifications/competencies at the occupation and position level for use in establishing an initial pool of candidates in E-Recruiting.
- These qualifications are intended to assist with the initial screening in the talent pool and will not include all duties and tasks. Questions and questionnaires within E-Recruiting will enable agencies to conduct more specific screening.
- Agencies may determine if any qualifications and corresponding proficiency levels are required for all positions in agency unique job classes and may work with DOP to identify these and any legal requirements for generic job classes. These qualifications will then be inherited by all positions within that job class, reducing the work by agencies to assign qualifications to individual positions.
- Agencies will be able to assign specific qualifications to their positions for use when creating requisitions in E-Recruiting.

■ Manage Requisitions

- The requisition is the formal request used by the recruiter to find potential candidates for a position vacancy. The requisition identifies the job/position, the requirements, and the recruitment plan and serves as the starting point for activities in E-Recruiting.

■ Manage Sourcing/Posting

- Job postings will have a consistent look. Employers will have the option of including their own logo and a link to their web site.
- At go-live, there will be integration with at least one Job Board (such as Career Builder or Monster) for posting jobs electronically.
- Able to identify where candidates heard about each specific opening.
- Postings on the DOP site will only be from within E-Recruiting.
- DOP will continue to provide links to agency employment sites.

■ **Job Seeker Self Service to Manage Applications**

- Job seekers enter and maintain their own application data and personal profiles and can track the progress of their applications.
- Able to view openings with or without registration in the pool.
- Able to apply directly for a specific job with or without registering in the pool.
- Job seekers can provide as much, or as little, information as they choose when registering or applying in the pool. They could simply attach a resume.
- Job seekers will be encouraged to provide details about their education and experience, self ascribe skills and abilities and attach a resume.

■ **Applicant Tracking**

- Applicant tracking maps the recruiting process for candidates and enables organizations to document recruiting practices/tasks.
- Agencies may track as many activities as they wish.

■ **Questions/Questionnaires**

- Questions may be selected from the Question Library within E-Recruiting and turned into Questionnaires with points assigned.
- Questionnaires may be attached to job postings and when applicants apply they may be prompted to complete them.
- Questionnaires may be copied and reused for future job postings.
- May use “knock out” questions to block anyone who is not qualified from further consideration.

■ **Certification**

- Agencies will be able to create a list of qualified candidates for certification that meets state rule and collective bargaining agreement requirements.
- Integration with HRMS will provide the necessary information to assess which candidates are internal, external, layoff, etc.

■ **Reporting**

- One platform for all HR information enables consolidated data to help employers with internal and external reporting (e.g. to measure the success of their recruiting efforts, track time to fill, support GMAP reporting requirements and comply with federal reporting requirements).

DOP Services

The Department of Personnel will provide recruitment and assessment services to assist state agencies in meeting their business objectives. DOP recruitment and assessment professionals will partner with state employers and provide consultation, training and/or direct services in the following areas:

- Consulting and/or training employers on best practices, rules and tools
- Recruitment planning

- Targeted candidate sourcing
- Marketing of state careers
- Talent pool management for select occupational categories
- Functional expertise in use/application of the E-Recruiting system
- Recruitment and assessment tool box
- Job seeker education and support
- System/infrastructure maintenance
- Full recruitment service provider for small employers

Electronic Access

- E-Recruiting uses e-mail addresses as the unique identifier within the system (as opposed to Social Security Number).
- If reasonable accommodation due to disability is needed, DOP will assist job seekers in the application process and the system will flag those job seekers needing alternative methods of contact.
- DOP will provide job seekers information about free e-mail providers and free places to access computers. Additionally, to assist job seekers that don't have computer access, DOP intends to pursue a partnership with Employment Security Department Work Source Centers across the state.

Training

■ E-Recruiting Training

- No cost to agencies.
- A three-day interactive instructor led training with hands-on computer based exercises.
- Training is based on business activities rather than user roles.

■ Qualifications Training

- No cost to agencies.
- Users will be assigned a user ID and password for them to enter position-specific qualifications directly into HRMS.
- DOP will provide "job aids" for distribution to end users. A job aid is an illustrated guide that walks the user through a specific process.
- A production support lab will be offered to supplement the job aids if agencies need assistance.

More Information

- If you have specific E-Recruiting questions or concerns, please contact your Client Service Manager.
- Release 2 deployment web site: <http://www.dop.wa.gov/HRMSRelease2>.